

# Master's Student Handbook

## General Information

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2020/21





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# Welcome to the Nova School of Business & Economics, in our new campus in Carcavelos!

Nova School of Business and Economics is an open community of insight and enterprise, dedicated to the creation of inspiring talent and meaningful solutions to improve and transform the World.

Our programs will help you discover where you can excel and have a meaningful impact; obtain the know-how and the attitude that breeds achievement and, ultimately, foster your individual and collective potential. We believe that it is our duty to stay at the forefront of innovation, sustaining excellence and rigor while preparing the leaders of tomorrow.

Congratulations! Thanks to your effort and hard work, you have entered one of the best internationally ranked and also demanding schools, where you will have space, time and resources to support you to reach your goals.

Our mission is to be a community dedicated to the development of talent and knowledge that impacts the world.

Take advantage of all the services and events offered by the school. At Nova SBE you will benefit from rigorous teaching, focused on helping you to acquire scientific and technical knowledge, as well as developing your soft skills to ensure a complete education.

During the program, you will face many challenges. Don't forget that we are here to support you in many different ways.

You will also be surrounded by an international environment, so make the most of it and immerse yourself in the Nova way of life.

In this handbook, you will find academic information about your program, such as: calendars, procedures and rules & regulations. We have tried to make the information as clear as possible and request that whenever you have a question, start by consulting this manual.

As always, and more than ever, we are open to hear your insights and proposals to continue to improve Nova SBE.

Learn, grow and be happy here at Nova SBE!



**Professor  
Daniel Traça,**  
Dean



**Professor  
Miguel Ferreira,**  
President of the  
Scientific Council



**Professora Ana  
Balcão Reis,** Bachelor's  
Director, President of the  
Pedagogical Council

# I. Remember

1.

## THIS HANDBOOK IS ESSENTIAL

Be familiar with the information contained in the Student Handbook. Pleading unawareness of the rules and regulations shall not be accepted as an excuse.

2.

## YOUR INSTITUTIONAL EMAIL IS IMPORTANT

The School will only use your institutional email to communicate with you. Be sure to check your email regularly.

3.

## CONSULT YOUR MASTER'S AREA ON MOODLE REGULARLY

It is your responsibility to stay up to date with what's going on with the latest academic announcements, course updates, syllabi, enrollment periods and other activities through the Moodle page.

4.

## UPHOLD THE HIGHEST STANDARDS OF INTEGRITY AND HONESTY

Academic and social conduct of all students at Nova SBE are governed by an Honor Code. You must respect others and respond to the authority of Course Instructors and other School personnel.

Cheating, plagiarism, or other forms of academic dishonesty will not be tolerated. You are responsible for your actions and their consequences.

5.

## MONITOR YOUR ACADEMIC RECORDS THROUGH NETPA

It is your responsibility to check that you are complying with all academic obligations in order to graduate. Avoid enrolling in additional semesters and paying further tuition by monitoring and making sure that you are fulfilling your degree requirements.

6.

## LIVE UP TO YOUR FINANCIAL OBLIGATIONS

Late payments will imply application of interest fees as well as restrictions on course enrollment and release of academic transcripts or letters, until settlement or a payment plan has been established.

7.

## HELP US HELP YOU

Provide us with your constructive feedback. There will be opportunities for you to provide us with your suggestions for improvement. Please participate.

8.

## ENGLISH AS OUR OFFICIAL WORKING LANGUAGE

English is the School's official working language. As such, all documents and communications from the School will be in English and we ask you to do the same. For example, if you need a School signature on any given document, you will need to send us an authenticated translation.

# Bridging Courses

Bridging courses are short intensive courses to help students with limited background in Mathematics, Economics and/or Business. These courses help prepare students admitted into a Master’s program by covering the essential skills and knowledge to help meet course prerequisites. The courses offered are as follows:

- Math for Managers
- Financial Accounting
- Financial Introductory
- Statistics I
- Basics in Programming
- Introduction to Management
- Basic Microeconomics
- Maths & Stats

Students invited to take part in a Bridging course or courses will attend classes online during the month of August prior to the Master’s kick-off semester in September. Bridging courses do not earn credits, though final assessment is carried out to provide feedback and information on student progress. These courses do not form part of the Master’s degree program curriculum and are free of charge.

# Standard Structure of Degree Program

SEMESTER 1 30ECTS	SEMESTER 2 30ECTS	SEMESTER 3 30ECTS
Mandatory Courses (including Mastering Your Career)	Mandatory Courses	Work Project
Optional Courses	Optional Courses	
Professional Development Modules		

Courses generally run from Monday to Friday from 8:00 am to 10:00 pm. Some classes take place on Saturday. The Master’s degrees are intensive, full-time programs so students are expected to attend classes and carry out all required assessment accordingly. The Master’s Programs are full time and we strongly advise students against any professional activity during this time.

The standard duration of the Master’s degree program is 3 semesters, although for students who wish to complete 120 ECTS the duration will be 4 semesters. Typically, the first two semesters are devoted to coursework, while the last semester is devoted to the Work Project. Coursework generally consists of reading assignments, written assignments, in-class discussions and presentations.

A student is expected to maintain a minimum level of performance at all times. The academic performance of each student is reviewed each semester.



# Academic Requirements and Degree Eligibility

### MINIMUM AND MAXIMUM DURATION

The minimum duration requirements and maximum duration allowed for the Master's degree programs are as follows:

Minimum number of semesters: 3  
Maximum number of semesters: 6

### ACADEMIC REQUIREMENTS

Students can graduate once they have completed the minimum requirements:

Complete a minimum of 56 ECTS (max 86 ECTS) in the Academic courses, including all mandatory and elective courses. Only a maximum of 7 ECTS in courses outside of the student's Master's Program can be credited.

- Approve 2 ECTS in Professional Development Modules, including the Microsoft Excel Certification.
- Approve 2 ECTS in Mastering Your Career.
- Approve the Work Project, 30 ECTS.
- Complete a minimum of 90 ECTS (56 + 2 + 2 + 30).

### MINIMUM ACADEMIC PERFORMANCE STANDARDS

During the Masters Program, a minimum of **18.5 ECTS** in approved courses and modules is required per semester (exceptions may be accepted during an exchange semester).

If the student does not earn this minimum amount of ECTS per semester, he/she will be subject to academic probation. Students who experience extenuating circumstances that affect their academic progress should make their situation known to their respective Program Manager as soon as the problem arises. These matters are handled with appropriate confidentiality and privacy considerations.





# Degree Eligibility

A student is deemed to have completed the requirements for graduation if he/she has:

- 1. Submitted your official Bachelors certificate and/or official diploma, which must be in English, containing the degree awarded, final course list (with ECTS/credits and final grade) and confirmation of your GPA
- 2. Met the minimum duration and academic requirements outlined above
- 3. Satisfied additional requirements, if any (double degree students)
- 4. Paid all dues to the School

After confirming that they have satisfied all degree requirements, students must submit a Degree Completion Request Form. Certificates may take up to 30 working days to be issued.

# Final Grade

The final classification of the Master's is a weighted average of the final classification of the Academic Curricular component and the final classification of the Master's Work Project. Mastering Your Career and Development Modules do not count for the Final GPA. For the calculation, **the academic curricular component has two unrounded decimal places**. The final grade will be rounded to the nearest whole number, when the grade is equal or above XX.50 (e.g.: 14.50 will be rounded up to 15).

## FORMULA FOR THE CALCULATION OF THE FINAL GRADE POINT AVERAGE:

$$ACA = \sum_{courses} \frac{CG * course\ ECTS}{Total\ number\ of\ courses\ ECTS}$$
$$GPA = (ACA *.65) + (WP *.35)$$

LEGEND:  
**ACA**= Academic Curricular Average  
**WP**= Work Project Grade  
**CG**= Course Grade



# Academic Calendar

The academic calendar contains important dates associated with your academic program. These include but are not restricted to orientation dates, term dates, enrollment dates, final exam periods, etc. The document is available in the Master's Area on Moodle. Please note that this Calendar may be subject to last minute changes.

### APPLICATIONS WEEK

During the 4<sup>th</sup> week of September (21.09.2020 – 25.09.2020), course instructors are asked to reduce the workload, i.e. assignments, midterms, quizzes or any other type of assessment, in order to allow students to prepare and submit job applications. International companies usually have their recruitment period from September to October for jobs starting in June the following year. During this week students will also have the opportunity to meet recruiters at the Virtual Career Fair on the 23<sup>rd</sup> of September.

# Course Formats\*

Courses are divided into two types: mandatory and elective courses. Mandatory courses constitute the core of the program. They are normally satisfied during the first two semesters of the program.

Each course grants a specific number of ECTS (European Credit Transfer System). Grades are distributed on a scale of 0-20, with 10 being the lowest passing grade and 20 the highest passing grade. Certain courses or modules use a pass/fail grading system. Students are expected to attend classes and complete all required assessment components.

### COURSES MAY FOLLOW A FULL SEMESTER OR HALF A SEMESTER

#### • Full courses (full semester)

A full course is typically worth 7 ECTS and takes place over a period of 12 weeks. These courses consist of 3-hour weekly classes, meeting once or twice a week. The exam period for full courses take place at the end of each semester and it might have a midterm.

The full semester periods will frequently appear abbreviated as S1 (first/ Fall semester) and S2 (second/ Spring semester).

#### • Half courses (half semester)

A half course is generally worth 3.5 ECTS for a period of 6 weeks. These courses consist of 3-hour weekly classes, meeting once or twice a week. The exam period for half courses takes place at the end of each trimester.

The half semester periods will frequently appear abbreviated as T1 (first half of first semester), T2 (second half of first semester), T3 (first half of second semester) and T4 (second half of second semester).

**\*Given the current situation we are living due to COVID-19, please make sure to check relevant information about the course (i.e. format, assessment, etc.) on the course syllabus.**

### COURSE INFORMATION

The course syllabus provides detail of the course content, assessment methods and weights, and recommended reading. It will also contain the instructors' office hours and their contact email. Syllabi are available on [Moodle area Courses Syllabi-20/21](#) or on [NetPa](#).

For information on courses offered please read the Curricular Information Handbook for your degree, also available in the Masters Area on Moodle.



# Master’s curriculum

The degree programs are three-semester programs (minimum 90 ECTS): Courses - 56 ECTS + Professional Development Modules - 2 ECTS + Mastering Your Career - 2 ECTS + Work Project - 30 ECTS

## Mandatory: Courses

ECONOMICS	FINANCE	MANAGEMENT	BUSINESS ANAYTICS
Econometrics 7ECTS	Corporate Finance 7ECTS	Marketing Management or Advanced Marketing   7ECTS	Advanced Data Analysis 7 ECTS
Macroeconomic Analysis 7ECTS	Empirical Methods for Finance 3,5ECTS	Strategy or Advanced Strategy   7ECTS	Data Curation 3,5 ECTS
Microeconomic Analysis 7ECTS	Financial Modeling 3,5ECTS	Advanced Topics In Human Resources Management or HRM   3,5ECTS	Data Visualization 3,5 ECTS
Macroeconometrics or Microeconometrics 7ECTS	Investments 7ECTS	Financial Management or Advanced Financial Management   7ECTS	Data Ecosystems and Governance in Organizations 3,5 ECTS
		Statistics II or Statistics III 3,5ECTS	Digital Markets 3,5 ECTS
			Machine Learning 7 ECTS

**Before the semester starts, students are pre-enrolled in mandatory courses.** Mandatory courses cover the core academic knowledge, and some serve as a prerequisite for specific elective courses. **The semester/trimester and section in which these courses are assigned to students is automatic and cannot be changed.** Students can consult this information on Netpa.

Students belonging to a degree program in which **there are two levels of courses in place (standard/advanced)** will be assigned to one of the two based on their academic background. **The allocation will be made by the student and later revised by the respective Academic Director.**

**Students will not be permitted to change their mandatory course level unless duly justified and if requested within the established deadline, at least June 30<sup>th</sup> for the Fall semester, depending on the day you got accepted.**

Students who fail a mandatory course are required to retake it. Note that because some mandatory courses are only offered in the Fall semester, students who do not obtain a pass, will only be able to retake them in a year’s time, i.e. the next Fall semester, and will be automatically enrolled by the Academic Services.

# Mandatory: Career Module

The Mastering Your Career is worth 2 ECTS. It is mandatory to all 4 Master’s programs. The course includes:

- Discovery Week
- CV Checkpoint
- Career Workshops
- Career Events
- Virtual Career Fair
- Curriculum Vitae completion

It is designed to help students prepare for their career path and career development.

The Career workshops enrollment is done online through the bidding platform. We encourage you to read the Bidding for Mastering Your Career Workshops Guidelines available on Moodle.



# Mandatory: Professional Development Modules

ECONOMICS	FINANCE	MANAGEMENT	BUSINESS ANALYTICS
A: Quantitative Skills MO Expert Excel   no ECTS Stata   0,5ECTS	A: Quantitative Skills <b>MO Expert Excel</b>   no ECTS Adv. Bloomberg, Adv. Financial Modeling or Behavioral Finance   0,5ECTS	A: Quantitative Skills <b>MO Specialist Excel*</b>   0,5 ECTS	A: Quantitative Skills <b>MO Expert Excel**</b>   0,5ECTS
B: Ethics	B: Ethics	B: Ethics	B: Ethics
C: Corporate links & Internationalization	C: Corporate links & Internationalization	C: Corporate links & Internationalization	C: Corporate links & Internationalization
D: Communication & New Trends	D: Communication & New Trends	D: Communication & New Trends	D: Communication & New Trends

\*Students who have taken the Microsoft Specialist Certification during their Bachelor’s studies can choose to take the most advanced level instead (Microsoft Excel Expert course) or take another module in Area B, C or D to complete the remaining 0.5 ECTS.

\*\*Students who have completed the MO Expert Certification during their Bachelor’s studies must take another module in Area B, C or D to complete the remaining 0.5 ECTS.

As a compulsory requisite for your degree program, students must complete a set of modules aimed at enhancing professional development and job market success. These modules are organized under 4 distinct Areas:

**A:** Quantitative Skills, modules that will provide you with important tools to analyze and interpret data;

**B:** Ethics, modules that will challenge you to think about ethical issues;

**C:** Corporate Links & Internationalization, modules that will expose students to an international experience;

**D:** Communication & New Trends, modules that will challenge you to think “out-of-the-box” and to use these skills to lead your organization in a future dominated by innovation, as well as presentation and public speaking skills.

Students must complete 0.5 ECTS from each Area, totaling a minimum of 2 ECTS. Some modules are mandatory for your degree and are specified above in bold. Grading is on a pass/fail basis. **The list of modules on offer and dates in which each takes place will be made available on Moodle during the first trimester.**

The duration of modules is typically of 2 to 3 days to a week, with few exceptions (e.g. language courses which encompass 60 hours of classes per semester, and the Mentoring Program). Please consult the offering once it becomes available.

# Mandatory: Work Project

Students who enter their third and final semester will normally have completed 60 ECTS. Students will spend their last semester working on their Work Project worth 30 ECTS. However, students missing mandatory courses, modules and/or credits in electives may take up to a maximum of 14 ECTS and simultaneously carry out their Work Project.

Students who require more than 14 ECTS must enroll in an additional semester and pay the corresponding additional semester fee. Information on Work Projects is discussed in more detail in Section VIII.

# Elective Courses

Each degree program has a list of elective courses from which students may choose. If a student wishes to carry out an elective belonging to another degree program, he/she may do so up to a maximum of 7 ECTS.

There are three types of electives: general, core and directed. The latter two are specific to those students wishing to cover an Area of Expertise. When choosing an elective, please consult the Curricular information Booklet for recommended background for certain electives. If you did not attend the mandatory courses outlined in that list but believe you have equivalent knowledge, you must contact the course instructor of the course to obtain their approval in due time.

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# Areas of Expertise and Streams

## AREAS OF EXPERTISE

An Area of Expertise is an area of special interest within the program, enabling students to focus a part of their studies on a specific academic domain (within Economics, Management or Finance). This includes disciplinary knowledge, skills and attitudes, as well as theories, methods and techniques that are specific to the area.

To fulfill an area of expertise, students must satisfy 21 ECTS. These credits are divided as follows: i) core electives, all of which must be completed, and, ii) directed electives, a set of specific electives students must choose from in order to make up the 21 ECTS.

Students are not obligated to choose an area of expertise but if so they must choose only one. However, those who wish to do so may decide at any time, either during one of the enrollment periods or at the end of their degree, as long as the student has satisfied all core and directed elective courses.

## STREAMS

Streams allow students to have a deeper and more consistent academic learning experience, by focusing in a specific field of study while completing their Master's program. They have a fixed study plan associated with a prearranged final Work Project and may include other activities such as modules or special classes.

### GENERAL PRINCIPLES, APPLYING TO ALL STREAMS:

1. The streams are associated with specific elective courses and the respective Field Labs (FL)/Work Projects (WP); each stream will constitute a block and students will be guaranteed enrollment in their stream's courses and FL/WP.
2. Students will have the name of the area of expertise (not the stream) in their program certificates.
3. Students apply for the streams by the 10<sup>th</sup> of July 2020.
4. The selection process will be coordinated by a selection committee.
5. Students selected for the stream will have fewer points (or none) when bidding for other electives.

### NON-ELIGIBILITY:

Double Degree and CEMS students may not apply to the streams. Students selected for streams will not be able to do an exchange semester during the first three semesters of the Master's Program.

Withdrawals from the stream will be possible up to one week after your acceptance in the stream. After this date, withdrawals will have the following implications:

1. Losing the direct/automatic access to the stream's directed electives and Field Lab/Work Project;
2. Maintaining the same bidding points for the semester of withdrawal.

### III. Master’s curriculum

AREAS OF EXPERTISE AND STREAMS:  
A COMPARATIVE LOOK

	Areas of Expertise	Streams
Application	Before or during the MSc program	During the Admission process to the MSc program
Target Students	From all programs	From regular programs (not available to Double Degree and CEMS Students)
Alteration/Withdrawal	Virtually unlimited	Limited
Quantity	Only 1 Area of Expertise	Only 1 Stream
Study Plan	More flexible	Fixed
Course Enrolment	Manual (need to bid)	Automatic (no need to bid)
Electives Outside the Study Plan	Yes	Limited
Bidding Points	All	Fewer or none
Exchange Semester	Yes	Only after the 3 <sup>rd</sup> semester
Work Project	Free	Pre-arranged





# Registration

Registration takes place at the beginning of the Master’s program. A student is considered registered after the payment of the first installment is made.

# Course Enrollment

All courses will have an enrollment cap and all classes are limited to guarantee that their quality is preserved. Therefore, **it is important that alternative options are considered before and during the enrollment period.**

Students should check the course schedules and exams calendar before choosing any electives to avoid schedule and date conflicts. Note that **class attendance is mandatory.**

Enrollment in courses (electives and modules) are the responsibility of the student and are done **exclusively online.** A validation period is available before each enrollment event. Students should take advantage of this period to verify login credentials and academic curricular details. Any irregularities should be reported immediately to the Master’s Team prior to the start of the enrollment process.

Students can enroll up to a maximum of 35 ECTS per semester, apart from students in their Work Project semester (the maximum permitted is 14 ECTS).

Course enrollment consists of two phases: i) enrollment period (first enrollment) and ii) add/drop period (additional enrollments or changes). The dates of each phase can be found in the Academic Calendar on Moodle.

**Students are strongly advised to read the bidding guidelines and watch the tutorial videos on Moodle beforehand.**

Electives may have only one class option (section), or more than one. The choice will appear on the bidding platform as section TA, TB, TC, etc. Each section has a specific timetable.

## ENROLLMENT PERIOD

**Students will be able to enroll online in elective courses in the beginning of each semester, through a bidding process.** At this time students can only enroll up to 30 ECTS for the semester. This takes into account the mandatory courses students are already enrolled in.

Enrollment confirmation: Students must check that they are correctly enrolled in the course and class (obtained through bidding) and attending the respective correct course and class. No grades are issued otherwise.

## ADD/DROP PERIOD

Students will be able to cancel or change their enrollment in electives during the first week of classes in each trimester. At this stage students can enroll in additional ECTS - up to a maximum of 35 ECTS. During this period students can attend any elective course in order to make a final decision regarding enrollments.

During the Add/Drop periods for T2 and T4, students cannot cancel full courses.

Note: Students who withdraw from a course outside the bidding and add/drop periods or neglect to formally withdraw will see the course represented on the final certificate as having “failed”, even if alleging an exam clash or a class overlapping.

## MINIMUM NUMBER OF STUDENTS PER ELECTIVE COURSE

There is a minimum of students required for an elective course to operate. If this number is not reached, students will be notified that the course has been cancelled and students will need to find a replacement.



# Transfers

Students who wish to change to a related program require authorization from the Academic Director who will review their academic performance in the current program and assess if transfer is feasible. This will normally result in an additional enrollment semester and respective enrollment fee.

You can request a degree transfer up to the 30<sup>th</sup> of June for the Fall semester and up to the 1<sup>st</sup> September for the Spring semester to the Academic Services.

All credits will be transferred to the new degree programs with the exception of those courses that fall within the category of outside program courses. Only a maximum of 7 ECTS will be credited and the remainder will be represented as extracurricular courses. Extracurricular courses do not count towards the student's GPA.

A transfer will imply adjustment of the tuition fee if different from the current one in place at time of transfer.

Important note: Students who transfer to another degree program and hold a Nova scholarship (Fellow or other) will not receive their scholarship from the moment they enter the new Master's program but from the moment they were granted the scholarship in the first place. There is no funding beyond the third semester, even if the student changes to another degree program.

# Withdrawals

Students who wish to withdraw from their program must notify the Master's Team until a maximum of 30 consecutive days after the first tuition deadline payment. With the exception of the first tuition instalment, the student will not be liable for the remaining tuition.

Students who withdraw from the program without notifying the Master's Team by written or who submit a late notice will be liable for the payments pertaining to the academic year (but not for the full three-semester tuition fee). Students, who quit, may be readmitted in some circumstances and will be subject to the rules and tuition fees corresponding to the academic year in progress. They must contact the Admissions Team for readmission application details and deadlines.

# Leave of Absence (Study Interruption)

Leave of absence may be granted for a maximum period of 1 semester after the completion of at least one study semester. During any leave of absence, no study achievements are possible and no credits may be transferred towards the degree. The semester in which students are on leave of absence do not count towards the standard study period. A leave of absence beyond 1 semester will imply readmission into the program through the Admissions Team and will imply any fee adjustments that are in place at time of readmission.

Important note: students who request a leave of absence and hold a Nova scholarship (Fellow or other) will lose their scholarship upon their return.



# Tuition Fee and Payments

Tuition is assessed per year at differentiated rates between: i) First and continuing year of study and ii) Programs of study.

General information on tuition fees, tuition instalments and payment deadlines for the current year is on the Booklet of your program and on Netpa. Students are financially responsible for all tuition and related fees. To determine your account balance you must access your financial account information online through the student portal, Netpa. Student can access their finance history with payments received on account. Students can view a current balance outstanding and proceed with payment through this system; options include: PayPal and ATM payments. To avoid interest or e-mail reminders about outstanding fees, be sure that you allow sufficient time for your payment to reach us.

Any changes in the program tuition for the following year will not affect students who maintain active enrollment.

## Late Payments

Outstanding balances will accrue interest as well as restrictions to enrollments and issue of official academic documents. The School does not e-mail statements to prompt payment. To determine your account balance you must access your financial account information through Netpa.

## Payment Plan

If you are unable to make timely payment on your student account balance in full by the billing due date, the School provides an optional Payment Plan.

If you are unable to make timely payment on your student account balance in full by the billing due date, the School provides an optional Payment Plan. The Payment Plan allows students to spread payment of anticipated tuition over an increased number of installments, for the full academic year or one semester only. Contact the Master's Team, before the deadline of the tuition payment, for additional information.

## Cancelations / Withdrawals

Students are financially responsible for all fees incurred by course registration. A student may withdraw in good standing from a course within the period established at the start of the academic year.

Discontinuing attendance at classes, notification to the instructor, or stopping payment does not constitute official withdrawal from a course or Institution. All students electronically sign and are bound by the statement of financial responsibility in order to register for classes each academic year. Students are unable to withdraw from a course outside the bidding and add/drop periods and shouldn't neglect to formally withdraw during the respective enrollment period.

## Emoluments

Half-course / Full-course: €300

Additional Module: €300

Additional semester MSc. ECO | MNG | BA: €2000

Additional semester Finance: €2200

## Fees Policy

Nova SBE is part of Universidade Nova de Lisboa, which establishes common fees for all schools- Please consult the fees chart on Moodle.

# Extra Charges for not complying with deadlines

- 1.The implementation of progressive fines, as presented in the annex fee chart, is applied whenever academic acts are authorized after the permitted deadline (enrollments in courses, enrollments in exams, accreditation requests and others).
- 2. The implementation of each level is done according to the deadlines indicated in the below chart (valid from the end of the deadline that was set for the execution of the academic act). The value of each Fee is available in the Fee chart currently valid (check Moodle).

DEADLINE	LEVEL
Up to 5 working days	1st
From the 6th to the 15th working day	2nd
From the 16th to the 30th working day	3rd
After the 30th day and for each day overdue	4th

# Financial aid and scholarships

Financial aid and scholarships are awarded in the form of tuition waivers ranging from 20% to 80% of tuition fees, excluding the first enrollment fee paid to secure your place on the Program. These are exclusively awarded during the application period. Some are granted for the entire period of study under the premise that minimum academic criteria are met while others are awarded for the first academic year only.

Nova provides financial support to students in the form of financial aid and scholarships. These include: Merit-based scholarships; Means-tested scholarships; Nova Fellowship for Excellence; Fundação Amélia de Mello scholarships and André Sousa Bessa scholarship (the latter is exclusive to Finance degree programs).

All issues and concerns regarding financial aids and scholarships must be taken up with the Admissions Team before the start of classes.



# VI. Tuition and Fee Policies

## MERIT-BASED SCHOLARSHIPS AND NOVA FELLOWSHIP FOR EXCELLENCE

The merit-based and Nova Fellowship for Excellence scholarships apply to the two semester tuition installments of the student's first year, excluding the first enrollment fee paid to secure your place on the Program. Maintaining the scholarship for the third semester requires that the following conditions are met:

SCHOLARSHIP	GPA	CRITERIA
Merit-Based Fee Reduction	16	1. Must satisfactorily complete at least 46 ECTS by the end of the first year, approving the mandatory courses in which the student is enrolled in the semester(s) at Nova SBE.
		2. Must complete MYC and all required modules including the Excel certification (accounted for in the ECTS above) by the end of the first year.
		3. Must not fail any courses or modules.
		4. Must hold a GPA of at least 16 (15.5 or higher) to maintain fellowship/fee reduction for third semester.

### PLEASE ALSO NOTE:

1. Students that go on an exchange program need to complete the Excel certification and must save the proof of stay to justify their inability to complete more modules, if this is the case.
2. There is no funding beyond the third semester.
3. Students who transfer to another degree program and hold a Nova scholarship (Fellow or other) will not receive their scholarship from the moment they enter the new Master's program but from the moment they were granted the scholarship in the first place. There is no funding beyond the third semester, even if the student changes to another degree program. This will not apply to students who are transferred administratively to the international programs.

### CASES IN WHICH SCHOLARSHIP FUNDING IS LIMITED OR NOT APPLICABLE:

- CEMS MIM students receive partial funding for the CEMS Year 1 tuition fees.
- Four semester degree programs (Double Degrees) do not receive funding beyond the third semester.
- Students who postpone the start of their degree program lose their scholarship funding. The same applies to students who interrupt their studies.
- Students who withdraw from CEMS MIM or a Double Degree program will lose their funding.

Please note that scholarship funding excludes the first installment (enrollment fee) paid prior to start of the degree program (1000 euros).

During the admission process, within the respective application period. The means-tested scholarship is granted for the entire degree program, maximum 3 semesters.

## Additional Semesters

An additional tuition fee must be paid by degree students who have exceeded the standard duration of the degree program. The maximum number of additional semesters permitted is three. The tuition fee for the additional semester is published annually and students must refer to the Academic Services for this information.





# Final Exams

Final exams for full-courses are scheduled at the end of each semester while half-course exams are immediately scheduled at the end of the respective half term. Full courses can have a mid-term exam. There is only one examination period per course. There are no resit exam periods. An exceptional resit exam may be available to students missing only one exam. See section Special Exam to Graduate.

The exams calendar is set in the beginning of each semester and is made available on Moodle.

If a student is late to the exam, he/she will not be given extra time. All students must finish and submit their exams at the same time. Laptops and other electronics devices are not allowed during exams, unless the instructor explicitly allows them.

If a student misses an exam for a legitimate medical reason or comparable situation, the Special Requests Team must be informed within 24 hours and a formal written doctor's note or hospital report must be submitted explaining the situation. If the absence is deemed justified, students may have access to an alternative exam date. Date and other specific details are organized internally by the Master's Team and should take place immediately after the original exam date.

Events/activities such as assessment centers or other recruitment events will not be accepted as justification for missing an exam.

# Alternative examination arrangements

Alternative examination arrangements can be provided for students with verified temporary or permanent disabilities. These situations must be communicated before the exams period.

- a.** For students with vision impairments or motor disabilities that limit movement of the hand and arms, written examinations should be replaced by oral examinations or alternative forms of assessment given the nature of the student's specific disability;
- b.** For students who are deaf or have significant hearing impairments, oral examinations should be replaced by written examinations or alternative forms of assessment given the nature of the student's specific disability;
- c.** In cases where the disability has implications in slow reading or writing, additional time for the exams should be provided. The extent of additional time allowances will depend on the requirements of the individual student though this is limited to a maximum of double the scheduled time.
- d.** If an examination question contains components (e.g. illustrations, graphs, etc.) that are difficult for students to understand and if these are crucial for an adequate understanding of the question, the instructor should make adjustments by using an alternative form to demonstrate or explain information.

If a student needs special arrangements also for classes, this must be communicated to the Academic Services in the beginning of the semester.



# Course Evaluation

Students' course evaluation is conducted on an individual basis, and final grades are on a scale of 0 – 20. Academic courses and Work Project approval requires that the final grade is equal to or superior to 10. There are no decimal points on final grades.

Course evaluations can be based on student participation, coursework, classwork, tests, examinations and other evaluations. Individual in-class written work cannot count for less than 50% of the final grade. A final exam is mandatory and course instructors must use more than one method of assessment. The weight of the final exam should not be less than 30% nor exceed 70%.

The course syllabus specifies which methods will be used and their contribution to the final grade (in percentages). Evaluation is the sole responsibility of the Course Instructors.

Grades are posted on Netpa, normally five consecutive days after the final exam. If a certain component of a grade, such as a paper, has an extended deadline that goes over the exam week, the final grade will be made available only when all components are delivered. When, due to an exceptional delay, the final grade is not available within the normal period, the School will inform students as soon as the grade is posted.

Course Instructors are asked not to provide information to students about the final grade, before its publication online. Course Instructors are asked not to disseminate final course grades until these have been posted on netpa. Once posted, students may use the review process period to obtain clarification on marks received. The School does not release grades over the phone nor by e-mail.

Final evaluations of courses and modules are registered on the student system, including the ones in which students fail. This information will appear on the final Master's Degree Certificate.

# Feedback and Final Exam Review

Students are entitled to obtain feedback from the Course Instructors about their performance, grade and to review their final exam. Course instructors should set a time and date for exam review, at the time of submitting their grades. This review should happen within five days of final grade's publication.

In the Fall semester, given the proximity to the holiday season, the final exam review may be scheduled during the month of January.

Students may request a review of their final exam grade to the Course Instructors. Only gross mistakes in grading, i.e. those with the potential of involving at least 50% of the points assigned to the question or 1 point, whatever lowest, should be considered. If the student is correct and an increase in the points of a question is higher than the threshold set above, the Professor should request a grade change to the President of the Master's Pedagogical Council, explaining the reasons for the change in each question.

When the grade change is due to mistakes in the addition of partial grades, the threshold above does not apply. There is no appeal to the appraisal of the grade review by the Course Instructor.

# Grade Improvement

There is no possibility for grade improvement. There are no resit exam periods nor other occasions whereby courses can be retaken. The student must maintain the passing grade obtained.

# Evaluating Courses and Course Instructors

## **COURSE EVALUATION SURVEY**

At the end of each class period and before exams, students will be asked to complete an online survey about each course. The form includes questions about course instructors and the course itself, as well as additional space for comments and suggestions. These surveys are online and anonymous and will be sent to your institutional e-mail. The results of the survey will be communicated to the Course Instructors and the Faculty Council, after all grades for that semester have been posted, and remain confidential otherwise.

## **MASTER'S SATISFACTION SURVEY**

During the Spring semester students will be asked to complete an extensive online survey about their overall experience in the Nova SBE Master's, including topics such as schedules, service, staff, exams calendars, program structure, and others. This survey is anonymous. The survey form will be distributed through an online tool.

## **MASTER'S WORK PROJECT SURVEY**

During the month of the Work Project (WP) defense, students will be asked to submit a WP evaluation form, including feedback on the supervisor, the support by the Master's Team and other services during the WP. The feedback will be communicated to the supervisor and the Faculty Council and remains confidential.



# Work Projects

Students must complete a Work Project (WP) towards their Master's degree, an original piece of work supervised by a professor (Advisor). Work Projects are submitted at the beginning of either January or June.

Defenses dates are available on the Academic Calendar.

Double Degree (DD) and CEMS-MIM students will have specific requirements and calendars. Students will be instructed in due time by the Double Degree and CEMS Team.

The WP topics are organized per program and in accordance with the available Areas of Expertise. The WP offer will be publicized in due time, although one of three different formats may be available:

- a. **Field Lab;**
- b. **Directed Research;**
- c. **Directed Research Internship.**

**For 2020/21 intake, students will join a group format to develop the final WP, in a Field Lab format. This will be the recommended process for all students in all degree programs,** as the School believes the group work fosters a more challenging, relevant and rewarding WP outcome. Economics students will follow a different procedure.

Further details, examples of past WP and specific guidelines for each one of the formats described below can be found on Moodle and NOVA's website – Library area – RUN (Repositório Universidade Nova), or please look for help at the Library.

Work Projects are managed by the Planning and Academic Progress team at Student Central. Students may contact the team at [workprojects@novasbe.pt](mailto:workprojects@novasbe.pt).

## Field Labs

The Field Lab (FL) project is focused on a high-impact real problem that the student is able to face in the job market and offers the possibility to integrate distinct knowledge areas. This includes team-based work and individual work. The school is constantly developing new partnerships to expand the offer of FL.

# Directed Research

Students applying to Directed Research (DR) will develop a research project suggested by a Professor, under his/her direct supervision. Students may also propose their own topic to the Advisor.

The development of DR requires full-time and high commitment, as the School will expect a final WP with academic depth and scientific relevance which will be evaluated with demanding standards.

## Directed Research Internship

Students choosing the Directed Research Internship (DRI) format will develop a project on a company during an internship period (minimum of 3 months duration), with a problem solving format. A protocol will be signed between the company and Nova SBE, and students will be required to have 2 Advisors (a Nova SBE Academic Advisor as well as a Company Advisor).

These projects may be:

- Suggested by the student: Company & project must be approved by Nova SBE. Students are highly encouraged to look for their own projects at an individual level for a better fit.
- Offered by companies (and communicated on School's platforms –Moodle and Job Teaser): The students will be chosen through a selection process made by the Company (ex: SONAE – Call for Solutions).



# Enrolling in the Work Project

**Enrollment in the Master's Work Project (WP) must occur during the semester before the development of the WP itself. Students can pursue it only if they have obtained or are enrolled in at least 44 ECTS.**

1. General Information on Work Projects is available on Moodle which includes Work Project Handbook, calendar with key deadlines such as defense dates and other relevant information
2. A list of topics (within the three formats) and professors can be found online, in the Bidding Platform during the enrollment period for WPs. Students can also propose their own topic to a potential advisor, who may or may not agree to supervise it. In this case, a research proposal must be submitted by written, with as much information as possible.
3. Plagiarism: It is mandatory for students to do their plagiarism test and send the report to the Advisor one month before the defense. The Advisor will decide whether the student can proceed in submitting the WP or rather to change the document in a compliant manner.  
Steps on how to check for plagiarism and how to obtain a Plagiarism report are available closer to delivery date.

# Final Report Delivery

Students must submit the final version of the Work Projects (WP) according to the delivery date set in advance. WPs will not be delivered on paper but in a PDF file to be uploaded online. The delivery dates cannot be changed, unless there are unforeseen exceptional circumstances to consider (in case of student's illness, for example). Such exceptional requests must be submitted to the Academic Director of the respective master program and subject to internal analysis. Students having difficulties to meet their WP delivery date should first discuss their situation with their Advisor and then seek advice by contacting the WP team.

Failure to submit on the scheduled day results on the student's inability to defend the WP.

Full guidelines for formal WP requirements, including formatting rules, how to make references, and specific guidelines to each format can be found on Moodle and need to be followed by student/Advisor. Students may be penalized in their evaluation if they don't follow the rules.

# Failure to deliver the WP

Students failing to deliver or defend their WP are required to register for another semester and pay the correspondent fee (additional semester). However, the School cannot guarantee that the supervisor will be able to carry on from one semester to the other.

# Public Defense

The Work Project (WP) is evaluated by a jury in a session that is scheduled for that purpose. According to the Portuguese law, the jury has to be composed of at least three and not more than five faculty members, including the Advisor. The period for public defenses is indicated in the academic calendar, and all sessions will be scheduled within that period. Students and professors are requested to keep these dates free. The final schedule will be available to students a few weeks before the public defense period, on Moodle.

The presentation by the student should be prepared in PowerPoint (or similar) and sent to the Advisor in advance. There is no required template available. You are not required to send it to the Academic Services.

The defense begins with a presentation by the student (15 minutes), followed by a discussion with the jury. Each public defense session should take up to 45 minutes. Group defenses (FL) have distinctive defense features.

The WP grade obtained in the final discussion is on a scale of 0-20. Work Project approval requires a final grade greater or equal to 10.

The WP grade will have two components:

- The written WP report
- The WP oral presentation and defense

The jury is required to communicate to the student only the final grade of the WP. It is free to provide a breakdown between the two components of the grade or to provide additional feedback or comments. Students are entitled to overall feedback about the general quality of their work and for the shortcomings that justify their grade, from the president of the jury.





# Special Exam to Graduate

Students that have successfully presented their Master's Work Project, and lack only one course required to graduate, will be able to take the given course's exam a second time, as long as they have been enrolled in the course before and achieve a minimum of 05/20 final grade.

There is a fee for taking the special exam to graduate. If there is a strong reason for a fee reduction, students may present a written appeal. In order to schedule the special exam to graduate, students must request it before their WP defense. The exam date will always take place after their WP defense, ideally in the next 2 weeks. This second exam may be written or oral, and the final grade will not exceed 11 out of 20.





# Mobility Programs

Master's students may participate in an exchange program during one academic semester and attend courses at a Nova SBE partner school. During the study period at a partner university, the student cannot be enrolled in any course at the Nova SBE Master's nor be registered for the Work Project.

The student continues to pay tuition fees at Nova SBE during the mobility period. A bilateral agreement between Nova SBE and partner schools ensure that students are exempted from paying tuition / enrollment fees at the partner university.

The selection of the Master's students for these mobility programs will take place each semester, managed by the Master's Team.

### APPLICATION STEPS

1. Check the international agreements available and the Exchange Program Regulation in the Master's Area on Moodle, section International Programs - Exchange;
2. Attend the Exchange Information Session at the beginning of each semester - dates announced in advance;
3. Do not miss the application deadlines and submit the required documents online, according to the instructions on Moodle;
4. If you get accepted for one of your preferred schools, the nomination process to the partner university will be made;
5. After nomination, the student should contact the partner university directly to ask for information regarding the enrollment process, academic calendar, deadlines, courses available; visas and all other relevant information for the period abroad;
6. Submission of a Learning Agreement is necessary prior to departure;
7. When returning to Nova SBE, the student must request course and credits creditation, mandatory for degree completion.

### AFTER THE MOBILITY PERIOD

To convert credits and grades to the Nova SBE Master the student must submit the Transfer of Exchange Credits Form after arrival. This form must be accompanied by the original version of the transcript of records obtained at the partner university. The transcript must satisfy the following:

- The number of credit units must be expressed according to the ECTS system. If the credits used by the partner university do not correspond to the ECTS system, the student must present information in official document that permits the ACEP to convert them to the ECTS system. It is fundamental to know the number of units corresponding to the host university's normal workload during one academic year.
- To convert the grade, if the scale used is different from Nova SBE's, it is important to know if the scale used considers an indication of pass/failure rates, and the frequency distribution of grades recently obtained at the partner university.
- Only original transcript of records or authenticated translations will be accepted.

**All courses included in the transcript of records must be part of the Transfer of Exchange Credits Form. This request must be submitted within 1 month of the last exam at the partner university.**

- Only courses relevant to the respective Master's will be credited.
- The student may ask for the integration of a course(s) done at the partner university within an area of expertise of Nova SBE's Master's Programs. To grant this integration, the Academic Director of Mobility Programs must be consulted before the mobility period.
- A maximum of 35 ECTS will be recognized.

If the student is awarded with an Erasmus grant a minimum of one approved course on the semester abroad is necessary.

**Students are advised to do the majority of mandatory courses before leaving for an Exchange. It is not possible to replace mandatory courses with courses carried out during your Exchange period.**

Students can contact the international Mobility Team.

# International Master's in Finance and Management

## ADMISSION REQUIREMENTS:

- English language at minimum C1 level (or mother tongue);
- Second language and a third (if English is not the mother tongue) at minimum A2 level (or mother tongue) on admission.

## REQUIREMENTS TO GRADUATE AS INTERNATIONAL MASTER'S:

In order to graduate in the International Master's in Management or International Master's in Finance, all graduating students are required to:

1. Speak 3 languages:
  - English at minimum C1 (or as mother tongue);
  - Second language and a third (if English is not the mother tongue) at minimum B1 level (or mother tongue).
2. Have completed a minimum of one of the following activities between completion of the Bachelor's degree and the end of the second semester, or be able to provide proof that the requirements will be completed before the Work Project semester:
  - International Exchange Semester outside Portugal and outside the country where the Bachelor's degree was obtained;
  - Or a 10-week international internship outside of Portugal, and outside of country of nationality of the student;
  - Or enrollment and completion of a CEMS or Double Degree.

Failure to comply with these requirements by the end of the second semester will result in the student being transferred onto the Regular Master's degree program.

## CRITERIA TO CHANGE FROM REGULAR TO INTERNATIONAL MASTER'S:

Students in the regular Master's are eligible to apply for the International Master's before entering their Work Project semester, as long as the criteria for graduation are fulfilled;

A Selection Committee (formed with Master's Academic Directors and Nova SBE Institutional Relations Director) will assess all applications and take the selection decisions, based on: i) GPA; ii) internationally relevant CV; and iii) personal statement on their international career prospective. Applicants may be called for interviews.

# Master's in Economics and Business Analytics International Track

## REQUIREMENTS TO GRADUATE WITH THE INTERNATIONAL TRACK:

In order to graduate in the International Master's in Management or International Master's in Finance, all graduating students are required to:

Have one of the following: attend a Double Degree; CEMS MIM; Outgoing Exchange during the Master's program or have a 10-week International Internship (immediately before the start of the program or until the end of the second semester);

Students must provide evidence of English language proficiency of C1 level; Students must provide knowledge evidence of a second foreign language at B1 level.

As Students are currently facing challenges to complete the graduate requisites in an Exchange Semester or a 10-week Internship in a third country (outside Portugal and their home country), the School will permit Students to graduate with a **4-week virtual Internship** (minimum) with a company or organization in a third country instead. The Internship **may be virtual, and it may/may not be paid**.

Please be aware that this is only **due to the restrictions imposed by the Covid-19 pandemic** and that it has a **temporary character**. Full criteria will be reintroduced for future intakes when mobility becomes viable once again.

# Graduation Ceremony

The Graduation Ceremony normally takes place each year in January. For the exact date please check the Academic Calendar. Students will receive a formal invitation from the School, with the ceremony's details (date, place, time). Confirmation of each student's attendance is mandatory.

# Program Manager

Your Master's Program Manager exists to support you in making your learning experience the best possible.

### **SPECIFICALLY, THE PROGRAM MANAGER WILL:**

- Be your first point of contact should you have any comments or suggestions related to the program or overall student experience; The Program Manager sits in the Student Central and you can contact her personally or by email;
- Assist problem solving in all areas of your Master's program, directing your queries to the appropriate school offices and helping you find the required help;
- Advise you in any queries you may have on all areas of your Master's program, including curriculum advising;
- Communicate to students key information for the smooth running of your experience (mostly through email, Moodle and Facebook);
- Facilitate periodic MOMs (Master's Open Meetings) to gather feedback on improvement opportunities and share news with the Students.

# Student Central

The Academic Services - Master's Team is the main supporting service to students, running virtually all aspects of their academic life, including enrollment procedures, organization of Work Projects, setting of schedules and exams and coordination of exchange programs. Students should contact this Office for all queries concerning their Master's program.

Students are requested to respect the opening hours, and will not be assisted outside this schedule, even when staff is present at the office. Students should understand that the staff must devote a share of their work time to back office and administrative procedures.



# Academic Director for the Pre-Experience Studies

The day to day operation of the Nova SBE Master’s, including addressing all of the students’ needs, implementing the strategy of the school’s management and guaranteeing the academic standards set by the Faculty Council, is the responsibility of the Director of Master’s Studies. The Director will address any needs or requests of students, who should get in touch with the Program Manager, stating the issue and trying to solve it. Ultimately, some issues may be addressed to the Director for a decision.

# Master’s Academic Committee (MAC)

The Master’s Academic Committee is presided by the Deputy Dean for the Pre-Experience Studies and includes also the Academic Directors of each Master. The Academic Director of each Master is appointed by the Dean and runs the respective program.

The MAC advises the Deputy Dean, Pre-Experience Studies in all matters related to strategy and academic affairs of the Nova SBE Master’s. The MAC proposes to the Faculty Council all changes in the academic curriculum, the creation of new courses and the removal / replacement of old ones. The MAC members are the representatives of the faculty in the Pedagogical Council, according to the School’s statutes.

# Master’s Student Representatives

The Master’s Student Board includes six student representatives, two from each Master’s. It meets regularly with the Director of Master’s programs and Master’s Program Manager to address any issues related to academic and operational matters affecting the life of students. These students are elected by their peers on a yearly basis, in elections that take place in November. All active students can run for election.

The members of the Master’s Student Board are the Students’ representatives in the Pedagogical Council.

# Pedagogical Council

The Pedagogical Council includes faculty and students representing the Master’s, Bachelors and PhD programs. As mentioned above, these are, respectively, the members of the MAC and of the Student Board. The Pedagogical Council is headed by its President, appointed by the Dean. The Pedagogical Council meets at the end of the academic year to discuss the year and gives suggestions for the subsequent academic year, or whenever it is convened by the President, for issues like breaches in the honor code.



# XIV. Honor Code

**I acknowledge that I have read, understand, and agree to the terms set out by Nova SBE's Honor Code and understand the registration process.**

Please read the Honor Code. It outlines the expectations, rights, and responsibilities of every student at Nova SBE.

I acknowledge that I have read, understand, and agree to the terms set out below by Nova SBE's Honor Code.

Intellectual pursuit requires academic integrity, a fact that must be understood and upheld by all members of higher-learning institutions. This code defines the rules that must be observed in order to guarantee that the student body of Nova School of Business and Economics (Nova SBE) preserves the academic integrity of its work.

- I. The following rules substantiate widely accepted standards of academic integrity:
1. Not copying somebody else’s academic work, notably while taking an in-class or take-home exam, or when writing a book, paper or short essay;

2. Using only authorized materials when taking an in-class or take-home exam;

3. Working with others when doing so improves the quality of everyone’s work, except when this is explicitly forbidden or implicitly prohibited as a matter of common practice;

4. Sharing one’s work and knowledge with others, except when doing so allows someone else to use one’s work with the purpose of committing an academic integrity violation, either explicitly or by tacitly allowing the misappropriation of one’s work when this misuse could have been foreseen. In particular, this rules out explicitly or tacitly allowing someone else to use one’s work in breach of the previous three rules;

5. Not searching databases or the Internet for academic work or obtaining it from commercially or freely offered services and submitting it as one’s own after major or minor revisions.
- II. Breaching the above-mentioned rules constitutes a violation of academic integrity and may result in the annulment of the examination or work thus affected. Moreover, it may lead to the awarding of a non-passing grade in the course where the violation took place and further result in the opening of a disciplinary process and the application of penalties by the Disciplinary Section of the University’s Senate.
- III. Claiming ignorance of the rules spelled out in I, or that its breach took place without malice does not excuse the perpetrator(s) in any way. This notwithstanding, duly justified extenuating or aggravating circumstances may be weighted when deciding on an equitable penalty.

By giving this consent, I hereby declare that I fully understand and will abide by the aforementioned rules during my enrollment at Nova SBE.

## Confidentiality of Information

All the information contained in the videos of the classes, comprising all their content, image, sound and any other information disclosed to me by Course Instructors (or TAs) is protected and confidential.

This information is only available for Nova SBE's students' own study, cannot be copied, reproduced or shared, in Portugal or abroad, unless there is authorization to do so, in writing, by the Course Instructor or TA.

## Classes might be recorded

Classes in which you participate might be recorded. These recordings will be stored in Microsoft tools or Moodle, which comply with the General Data Protection Regulation requisites. The data will only be shared among Nova SBE students and will be stored by a period of time, after which will be deleted.



Accredited by



Member of



Disclaimer: the rules in this guide may be subject to change. Updated versions will be posted on Moodle Master's Area.

Important Notes: students who have started their Master Program before Fall 2020 MUST follow the academic rules that were in place when they entered the Nova SBE Master's, unless they reapply for a change of Master's.